

Department of Social and Health Services

DP Code/Title: PL-WC Lease Adjustments

Agency Wide

There are 3 Programs in this DP

Budget Period: 2003-05 Version: 11 2003-05 Agency Request Budget

Recommendation Summary Text:

Program(s): 010 050 060

The Department of Social and Health Services (DSHS) has a number of required facility moves and expansions which are not included in the maintenance level budget. This proposal would increase the leased facility budget to reflect the anticipated cost of leases for the Children's Administration, Aging and Adult Services Administration, and Economic Services Administration.

Fiscal Detail:

Operating Expenditures

	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Overall Funding			
001-1 General Fund - Basic Account-State	1,001,000	1,006,000	2,007,000
001-2 General Fund - Basic Account-Federal	23,000	23,000	46,000
001-A General Fund - Basic Account-DSHS Fam Support/Chi	206,000	207,000	413,000
001-C General Fund - Basic Account-DSHS Medicaid Federa	194,000	195,000	389,000
001-D General Fund - Basic Account-TANF (DSHS)	21,000	21,000	42,000
Total Cost	1,445,000	1,452,000	2,897,000

Staffing

Package Description:

Program(s): 010

The Children's Administration (CA) has a number of required facility moves and expansions which are not included in the maintenance level budget. This request is based on needed expansions and moves which will take place during the 2003-05 Biennium and will involve the following facilities: Wenatchee, Yakima Field Office, Seattle, Aberdeen, Forks, Goldendale, Kelso, Port Townsend, and Vancouver.

CA has been diligent in implementing efficiencies to reduce facilities expenditures such as co-locating with other DSHS programs, and delaying expansion and moves. Currently, 66 percent of CA regional facilities are co-located with other DSHS administrations. Despite these efforts, CA still has a need for additional funding to offset necessary expenditures.

Program(s): 050

Aging and Adult Services Administration (AASA) is not funded for increased lease costs which will result from unavoidable moves expected to occur in the 2003-05 Biennium. This request is based on the need for additional funding for these moves and the anticipated increase in lease rates which will occur. The following facilities will be impacted: Wenatchee, Seattle, Aberdeen, and Wapato.

Aberdeen: AASA is currently in a co-campus environment with other DSHS administrations. It is anticipated that relocation into a new DSHS collocated facility will be required upon lease renewal on November 30, 2002. A lease rate increase is anticipated.

Wapato/Toppenish: AASA is currently collocated at a DSHS facility in Wapato that is slated for closure and relocation to Toppenish. AASA will be required to move in order to remain in a collocated facility.

Wenatchee: AASA is co-located in this facility with other administrations of DSHS and will need to relocate at lease end.

Seattle: AASA is experiencing significant staffing growth in this region. ESA has offered to relocate a maintenance and mail operation unit into a soon-to-be developed collocation. AASA needs to pledge lease cost compensation to gain critical growth room for staff and to continue to provide vital services to clients.

Program(s): 060

Replacement facilities are required for three existing Community Services Offices (CSOs). The offices listed below need to

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relocate, and the cost of new leases will likely be higher than currently included in the maintenance level budget.

Wenatchee CSO Replacement Facility: The Economic Services Administration (ESA) is co-located in this facility with other DSHS administrations experiencing staff increases. The facility does not have the capacity to accommodate the growth projected for those administration's staff. While ESA staff levels are not expected to increase, the administration will be forced to move in order to remain in a co-located facility with other DSHS administrations. In addition, the facility Heating Ventilation and Air Conditioning (HVAC) system is in need of extensive work. Relocation is being requested to alleviate these issues. The Wenatchee lease ends in March 2003; however, this lease would likely be extended for six months, and a move would likely take place in August 2003.

Puyallup CSO Replacement Facility: This facility is projecting significant staff growth in the next one to two years due to the implementation of the Region 5 CSD Call Center, which will result in changes to catchment area for the facility. In addition to growth issues, the facility has some building issues due to high water levels around the office. The existing Puyallup lease ends December 31, 2003, and a move will likely take place in November 2003.

Port Townsend CSO Replacement Facility: The current Port Townsend facility is located in a building recently purchased by Jefferson County for their own use. A new lease in the area would require a new facility to be built and will likely have a higher lease rate. The county is planning to occupy the facility in October 2003, which is the end of the existing DSHS lease.

Narrative Justification and Impact Statement

How contributes to strategic plan:

Program(s): 010

By funding lease costs, DSHS will continue to meet agency-wide goals to provide customer services that are easy to access.

Social workers need adequate space to address permanency, wellness and safety goals by having rooms available for family visitations, as well as interview rooms for children and families. They must be located in the community they are serving in order to conduct investigations of high risk cases in a timely manner, and visit children in out-of-home care on a regular basis. Licensors must also be located near the foster families and homes they license in order to ensure quality and safety.

Program(s): 050

This request assists AASA in its goal to seek efficiencies and improvements in program management and business operations by providing alternate facilities, which will maintain collocating wherever possible and accommodate DSHS staff growth needed for client services.

Program(s): 060

This request assists ESA in its goal to seek efficiencies and improvements in program management and business operations by providing alternate facilities, which will accommodate DSHS staff growth needed for client services.

Performance Measure Detail

Goal: 01Z DSHS Accounts for Its Use of Public Dollars

No measures submitted for package

Incremental Changes

FY 1 **FY 2**

Goal: 02Z Services Are Easy to Access and Timely

No measures submitted for package

Incremental Changes

FY 1 **FY 2**

Program: 010

Goal: 05A Improve capacity to achieve better outcomes for children and families.

Efficiency Measures

Incremental Changes

FY 1 **FY 2**

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3A9	Average number of open cases carried per social worker at fiscal year end.	0	0
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Program: 050

Goal: 03E Budget Performance and Economic Value

Incremental Changes

Efficiency Measures

FY 1

FY 2

7ED Monthly average cost per long-term care client.

.23

.23

Program: 060

Goal: 04F Achieve the highest level of customer satisfaction

Incremental Changes

Efficiency Measures

FY 1

FY 2

4F2 Increase client survey results of good or excellent service.

0

0

Reason for change:

Program(s): 010

The current lease budget is inadequate for scheduled facility changes. Social work staff require facilities to maintain and secure child welfare records, respond to complaints of child abuse and neglect, and to receive the support, including supervisory contact, that is necessary for quality case management.

Program(s): 050

Maintenance level lease funding does not allow for the increased lease cost due to moves which become necessary to maintain collocations.

Program(s): 060

In Wenatchee and Puyallup, the existing facilities do not meet the current needs of staff or clients. Offices are crowded and facilities have health and safety concerns.

The Port Townsend facility is no longer available for our use because Jefferson County purchased the building and is intending to use it for their own needs.

Impact on clients and services:

Program(s): 010

Adequate lease funding is essential to provide workspace for direct services staff statewide and maintain services to clients in their communities.

Program(s): 050

Services can better be provided to clients in a facility that meets the needs of staff.

Program(s): 060

Services can better be provided to clients in a facility that meets the needs of staffing levels.

Impact on other state programs:

Program(s): 010 050 060

None

Relationship to capital budget:

Program(s): 010 050

None

Program(s): 060

Not applicable

Required changes to existing RCW, WAC, contract, or plan:

Program(s): 010 050 060

None

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Alternatives explored by agency:

Program(s): 010

DSHS has no alternative other than to pay its lease obligations. The alternative to requesting additional funding, is to use program dollars and/or staff funding to pay lease costs.

Program(s): 050

DSHS has no alternative other than to pay its lease obligations. The alternative to requesting additional funding is to use program dollars and/or staff funding to pay lease costs.

Program(s): 060

There are currently two alternatives to alleviate the staffing issue in the Wenatchee facility. One alternative would be to relocate the staff from one of the other administrations sharing the facility; freeing up space for another administration's growth. The other alternative to moving would be to remain in the current facility; however, if the other administrations do move, ESA would become responsible for the entire lease. These alternatives do not resolve the health and safety concerns in the building.

The Puyallup CSO is expected to expand beyond the building's capacity due to the change in catchment area resulting from the Region 5 CDS Call Center. In addition, high water has caused health and safety concerns in this facility. Staying in this facility could pose a danger to staff and clients.

In Port Townsend, there is no alternative. The new owner, Jefferson County, will be moving into the facility. A new facility is required.

Budget impacts in future biennia:

Program(s): 010

Estimated leases will carry into future biennia.

Program(s): 050

It is expected that this increase over the current expenditure level will continue into future biennia.

Program(s): 060

It is expected that this will be an increase over the current expenditure and will continue into the future biennia.

Distinction between one-time and ongoing costs:

Program(s): 010 050 060

This will be an ongoing cost.

Effects of non-funding:

Program(s): 010

Leases are necessary to provide assistance to clients in a convenient location and to house field staff. The CA has a legal obligation to pay these expenses. Non-funding would require CA to cut other vital services to clients to continue paying for leases.

Program(s): 050

Adequate lease funding is essential to provide workspace for direct services staff statewide. Without this essential funding, staff may need to be eliminated and vital services to clients reduced.

Program(s): 060

If funding is not provided for new facilities in Wenatchee and Puyallup, staff would have to be housed in other existing CSOs, leaving fewer staff to serve clients in these areas.

Without funding, a Port Townsend facility cannot be built or leased in the area and staff will need to be relocated to other CSOs. This would mean clients would need to travel outside the Port Townsend area to access staff and services.

Expenditure Calculations and Assumptions:

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Program(s): 010

See attachment - CA PL-WC Lease Adjustments.xls

Program(s): 050

The overall request for the biennium is estimated to be \$256,000 (\$128,000 per year).

See attachment - AASA PL-WC Lease Adjustments.xls

Program(s): 060

See attachment - ESA PL-WC Lease Adjustments.xls

<u>Object Detail</u>	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Overall Funding			
E Goods And Services	1,445,000	1,452,000	2,897,000

DSHS Source Code Detail

Overall Funding	<u>FY 1</u>	<u>FY 2</u>	<u>Total</u>
Fund 001-1, General Fund - Basic Account-State			
<u>Sources</u> <u>Title</u>			
0011 General Fund State	1,001,000	1,006,000	2,007,000
<i>Total for Fund 001-1</i>	1,001,000	1,006,000	2,007,000
Fund 001-2, General Fund - Basic Account-Federal			
<u>Sources</u> <u>Title</u>			
566B Refugee & Entrant Assist-St Admin'd Prog(D)(100%)	2,000	2,000	4,000
E61L Food Stamp Program (50%)	21,000	21,000	42,000
<i>Total for Fund 001-2</i>	23,000	23,000	46,000
Fund 001-A, General Fund - Basic Account-DSHS Fam Support/Chi			
<u>Sources</u> <u>Title</u>			
658L Title IV-E-Foster Care (50%)	206,000	207,000	413,000
<i>Total for Fund 001-A</i>	206,000	207,000	413,000
Fund 001-C, General Fund - Basic Account-DSHS Medicaid Federa			
<u>Sources</u> <u>Title</u>			
19TA Title XIX Assistance (FMAP)	103,000	104,000	207,000
19UL Title XIX Admin (50%)	91,000	91,000	182,000
<i>Total for Fund 001-C</i>	194,000	195,000	389,000
Fund 001-D, General Fund - Basic Account-TANF (DSHS)			
<u>Sources</u> <u>Title</u>			
558B Temp Assist for Needy Families (TANF) (100%)	21,000	21,000	42,000
<i>Total for Fund 001-D</i>	21,000	21,000	42,000
Total Overall Funding	1,445,000	1,452,000	2,897,000

State of Washington
Decision Package
Department of Social and Health Services

PLACEHOLDER

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Funding Totals by Program

Dollars in Thousands

<u>Program</u>	FTE's		GF-State		Total Funds	
	<u>FY 1</u>	<u>FY 2</u>	<u>FY 1</u>	<u>FY 2</u>	<u>FY 1</u>	<u>FY 2</u>
010 Children's Administration	0.0	0.0	835	840	1,144	1,151
050 Long Term Care Services	0.0	0.0	65	65	128	128
060 Economic Services Admin	0.0	0.0	101	101	173	173
Grand Total:	0.0	0.0	1,001	1,006	1,445	1,452